

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

DOCUMENTS INPUT CLERK

(TERMINAL CLASS)

DEFINITION:

Under general supervision, to perform a variety of clerical duties of average difficulty which includes entering data into and maintaining computerized files and records; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a terminal class which means that it will be deleted from the salary ordinance once all positions currently classified as Documents Input Clerk become vacant and are studied and classified appropriately. **No additional positions will be allocated to this class.**

*** EXAMPLES OF DUTIES:**

- Enters data into computerized files and records to produce and maintain work service requests, billings, inspection schedules, work schedules, purchase requisitions, crime cases, payroll records, and other computerized records and reports;
- Selects proper screens for data entry;
- Summarizes and prepares data for inputting;
- Queries computer records and files to provide information to the public and City personnel;
- Runs reports and logs as requested;
- Sorts and files records and other documents;
- Serves as a receptionist;
- Answers inquires over the phone or counter regarding City services and general departmental procedures and policies;
- Photocopies and collates various documents;
- Opens, sorts and routes incoming mail;
- Reviews records for accuracy and completeness;
- Types correspondence, reports, forms, requisitions and a variety of other documents;
- Maintains and processes various records;
- Performs other related clerical duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of clerical experience. Ability to type at a corrected speed of 30 words per minute.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.